

Instructions for Motion for Continuance and Notice of Hearing

Heading

- Write in County or District court where the original action was filed.
- Write in the County where original action was filed.
- Fill in the name of the Plaintiff of the original action.
- Fill in the name of the Defendant of the original action.
- Again, write the county name where original action was filed.

Body of Motion for Continuance

- Write in your full name.
- Provide the date the hearing was scheduled to be held: day, month, and year.
- Write in your reason why you want the hearing postponed. (For example: I am a student at XYZ College and final exams are scheduled for that week and that time.) Include when you want your hearing postponed to and why.
- Check the box that applies to the other person (no objection or not responded.)
- Put your full name.
- Put in the date the hearing was scheduled: day, month, and year.

Signature Section

- You will sign your name before a Notary Public and enter the date. Most banks will have a notary.
- Print your name clearly and enter your full street address.
- Enter your city, state, and ZIP code.
- Enter your telephone number with area code and e-mail address.

CERTIFICATE OF SERVICE

- Fill in the date you mailed out a copy of the Verified Motion to the other party(ies) involved.
- Fill in the name(s) and address(es) of those who were involved in the original petition that will receive a copy of the form.
- Sign your full name.

Notice of Hearing

DO NOT fill out any blanks under this section. The judge will fill out the rest when a hearing has been set.

Filing the Verified Motion for Continuance

Deliver the original, signed Motion for Continuance form along with the Order for Continuance form to the Clerk of the Court where the original case was filed. (See main instruction page.)